Introduction to Delete a Pending SAR

Before a SAR is authorized or state-approved, a user that is granted security access to enter a SAR may delete a SAR that is in "Pending" Status. Reasons for needing to delete a pending SAR may include:

- Selecting the wrong provider during SAR entry
- Entering a SAR for the wrong client

Objectives

At the completion of this section, you will be able to:

- Delete a Pending SAR
- Create a narrative for a Deleted SAR

23.1 How to Delete a Pending SAR

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

- 1. Search for a Pending SAR and view the details on View SAR Details.
- 2. Click the "Delete" tab

View SAR FRANCISCO CARLOS CHAVEZ III, 3331366 PENDING, SAR ID 97000000690 **Authorize** Denv Cancel Modify Extend Delete **CLIENT INFORMATION** FRANCISCO CARLOS Client Name: F/R Elig: ELIGIBLE Reg Status: ACTIVE CHAVEZ III CCS Number: Med Elig Status: ELIGIBLE Application Status: SIGNED APP PSA Status: SIGNED 3331366 Diagnostic Only: CCS Elig Status: 02/04/1984
 PSA Status:
 SIGNED

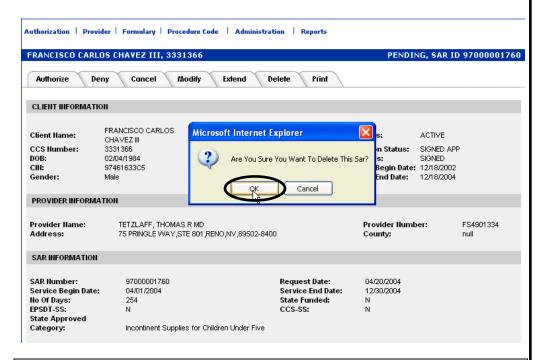
 Program Begin Date:
 12/18/2002

 Program End Date:
 12/18/2004
DOB: NO 9N CCS-M/C ONLY CIN: 97461633C5 Gender: MALE County: KINGS PROVIDER INFORMATION Provider Name: Address: TETZLAFF, THOMAS R MD 75 PRINGLE WAY,STE 801,RENO,NV,89502-8400 Provider Number: County: FS4901334 SAR INFORMATION SAR Number: 97000000690 Request Date: 06/03/2004 Service Begin Date: 07/01/2004 Service End Date: 09/01/2004 No Of Days: 63 State Funded: Ν EPSDT-SS: CCS-SS: State Approved Category: Primary Diagnosis: 745.4 VENTRICULAR SEPTAL DEFECT Secondary Diagnosis: SERVICE REQUEST AUTHORIZATION SERVICE REQUEST AUTHORIZATION Alternate Code Service Description Service Code Modifier Alternate Description Units Quantity Amount EXPLORATORY HEART SURGERY 33310 1.0 PHYSICIAN 1.0 **AUTHORIZATION DETAILS** Authorized By: MCCARLEY,TRACI Reporting Category: Special Instructions: DENIAL DETAILS Denied By: Effective Date: Denial Reason: **CANCELLATION DETAILS** Canceled By: Cancellation Reason EXTENSION DETAILS Extended By: Extended SAR No: OTHER DETAILS Last Update Date: 06/24/2004 Last Update By: MCCARLEY,TRACI

Notes

Notes

3. Acknowledge the warning message.





Modifying Authorized and Extended SARs versus Deleting a Pending SAR

"Authorized" and "Extended" SARs can *only* be modified on the SAME day that the transaction was made (prior to the data being sent to the Fiscal Intermediaries).

Deleting a Pending SAR will change the SAR status to "Deleted",however the SAR data is retained in the CMS Net database.

